



Job Location: Tennessee Rehabilitation Center, 460 Ninth Avenue, Smyrna TN 37167

DHS TRC Instructor- Computer Applications

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Division of Rehabilitation Services, Vocational Rehabilitation (VR) Program, seeks to provide employment-focused rehabilitation services for individuals with disabilities consistent with their strengths, priorities, and resources. This includes working with individuals and employers – both as VR customers. In addition to meeting the needs of individuals with disabilities, VR is also called upon to meet the needs of businesses in the state through labor market knowledge, economic competency, and employer partnership skills.

The Tennessee Rehabilitation Center is announcing a vacancy for a DHS TRC Instructor- Computer Applications position. The position is responsible for the instruction of computer application technology skills and ACT WorkKeys® at the Tennessee Rehabilitation Center (TRC). The DHS TRC Instructor- Computer Applications reports to the Vocational Training Supervisor and is responsible the delivery of the curriculum, documentation of student progress, report writing, building community relationships to provide work-based learning opportunities and internships for students, and overall student development.

Position Responsibilities:

- Provide instruction to students on computer application technology and ACT WorkKeys® skills.
- Work closely with other TRC staff to provide the support services needed for class completion.
- Provide instruction to include computer application skills, computer programming skills, and customer care skills.
- Provide instruction on the ACT WorkKeys® which measures and certifies the essential work skills needed for success in jobs across industries and occupations.
- Develop course outlines and curriculum.
- Prepare daily lesson plans to follow outline and curriculum.
- Complete monthly data reports.
- Participate in student meetings to review progress.
- Work with Vocational Rehabilitation Counselors to prepare graduates for industry exams leading to credentials and employment.
- Prepare a variety of academic reports such as attendance, program discipline and grading reports.
- Perform day-to-day administrative tasks such as maintaining student records and processing paperwork.
- Develop and create new methods of instruction to meet individual student learning styles.
- Develop constructive and cooperative working relationships with business and industry partners and maintains them over time.

Position Requirements:

- Possession of a valid Tennessee Teacher's Certificate is preferred; or
- Associate's Degree in Information Technology or related field and two (2) years of experience in Computer Applications

Substitution of Experience for Education: Professional experience in information, business, or network technology or related field may be substituted for the Tennessee Teacher's Certificate and/or Associate's Degree on a year for year basis for a maximum of 4 years of experience.

Competencies:

- Organizing, Planning
- Customer and Personal Service
- Judgment and Decision Making
- Instructing
- Problem Sensitivity
- Ethics and Values
- Integrity and Trust
- Approachability

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

How to Apply:

▪ Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov By September 30, 2018. All email submissions must include in the subject line: DHS TRC Instructor- Computer Applications

▪ **Target Salary:** \$38,748.00. Salary will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background check.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.) This position is not designated with flexible work options.

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.